



POST ENROLLMENT CHECKLIST

CERTIFICATION DOCUMENTS

Applicant Name: _____

Academy Name: _____

Person Submitting Checklist: _____ Date: _____

Please **submit this checklist** with completed certification documents electronically to assigned Academy liaison via the **POST file share**. To help expedite processing, please combine all forms and documents into **one pdf file for each trainee**.

REQUIRED DAY AFTER ENROLLMENT via one PDF

Form 11E

Form 1 / Form 2 (*reserve ONLY*)

High School Diploma or Evidence of Completion (*transcript must have graduation date*)

Copy of state-issued Driver's License or I.D.

When applicable

DD214 or NGB-22 (*if you checked "yes" to Box 8 on Form 1 or 2*)

Form 3 and Authorization for Release of Information (*if ever certified in another state*)

Immigration Status (*verification of legal residency and legal employment in the U.S.*)

REQUIRED TWO WEEKS PRIOR TO POST EXAM – via one PDF

Academy Completion Certificate

Skill Certificates (**Must include completion date**)

Valid First Aid / TCCC **and** Valid CPR Card (*Online only will not be accepted*)

DUE DAY OF POST EXAM – physical copy signed in person in presence of POST Staff

Exam Confidentiality Agreement (*Reserves exempt*)